

TREES Validation and/or Verification Kickoff Meeting Agenda

The following agenda shall be used during the initial Kickoff Meeting for a TREES Validation, a TREES Verification, or a combined TREES Validation and Verification. A Validation and Verification Body (VVB) may use its own agenda including additional topics or changing the order, but all topics listed below shall be included.

The kickoff meeting may not be held until the ART Secretariat has approved the Conflict of Interest Form review. The date in the footer provides document control and should be removed when the agenda is created. VVBs should contact the ART Secretariat for a Word version.

1. Introduction

The members of the VVB audit team are introduced along with their role. Members who are not present are listed as well.

The members of the Participant's team are introduced along with their role. Key partners are listed as well.

2. Scope of Audit

The VVB confirms the scope of the audit including:

- Years of the crediting period and monitoring period
- Standard to be used to evaluate conformance
- Definition of materiality to be used
- Level of assurance
- Confirmation that the Conflict of Interest Form was approved by ART
- Confidentiality
- Complaints process

3. Audit Process

The VVB provides an overview of each step of the audit process including:

- Audit Plan Development including approval by Participant
- Audit Site Visit Planning including types of attendees and support required from the Participant
- Findings including the types of findings and their impact on the audit and outcomes
- Resolutions
- Internal Review
- Reports and Opinions
- Closing Meeting

4. Overview of the Participant’s REDD+ Program

The Participant provides a 20 to 30 minute overview of the REDD+ program including:

- History of the REDD+ Program
- Summary of REDD+ activities
- Identification of key partners and stakeholders
- Overview of carbon accounting including crediting approaches, included pools, major data sources, carbon and safeguard information systems, and MRV processes
- Overview of Safeguards work

The Participant may invite key collaborators or stakeholders to present part or all the information. The intent is to provide an overview to help orient the VVB to the program and to complement the information in the TREES Documents.

5. Proposed Schedule and Points of Contact

The VVB outlines an estimated schedule of activities, highlighting what assumptions have been made regarding response times and availability from both parties. The Participant shares any holidays or known times where delays may be likely during the proposed timeframe so that adjustments can be made as appropriate to reflect a more realistic timeline.

Both the VVB and the Participant identify the key individuals to be included for all communications regarding the audit and their contact information. It is recommended that this list be limited to a central focal point or points from each party to facilitate communication.

6. Next Steps and Initial Evidence Request

The VVB outlines the next steps and discusses its initial evidence request. The initial request will be formally presented to the Participant using the Evidence Request Form following the Kickoff Meeting.